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~~(S-E-C-R-E-T)~~

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9 April 1954

MEMORANDUM FOR: Executive Secretary, CIA Career Service Board

SUBJECT: Suggestions for Draft on Overseas Rotation Paper

1. In the following, I am briefly listing a few suggestions which you may want to use in the preparation of the working draft:

a. As I mentioned in our meeting, the final determination of an individual's next assignment should be based on four elements:

(1) The individual's own wishes or preferences as stated by him in writing. (It should be pointed out to him, however, that circumstances may not allow the compliance with his preference.)

(2) The personnel needs of the organizational component to which the individual belongs.

(3) The sum of the information obtained on the individual. The necessary process of fact-finding should include, in addition to the normal Personnel Evaluation Report, field efficiency records and training records, also the views of one or two of his previous or current supervisors which may have found no reflection in written form. Such supervisors might be available during TDY or PCS for interviews with members of the Career Service Board of the individual's organizational component. This method of additional fact-finding is recommended in order to outbalance any shortcomings which, as we know, performance records frequently contain. As an additional device which might facilitate the collection of pertinent information on an individual, it is recommended to develop a Career Progress Chart which would contain and gradually keep up to date all pertinent information on the background, past experience in intelligence within and outside of CIA, training completed, and positions held here or overseas. Such Career Progress Chart is currently being developed by the FI Career Service Board for its own guidance.

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(4) Patterns of career service development which would ultimately have to be developed by the various organizational components of CIA in order to allow long-term planning and guidance of the development and steering of individuals in a real career fashion. Such patterns would, of course, have to be applied in a very flexible manner, but they would provide the general background against which individual situations could be analyzed and determined.

b. Another consideration in determining the next assignment for returning personnel would take into account the individual's need for and scheduling of advanced or specialized training which the individual may require in terms of:

(1) Overall career development.

(2) Prerequisites necessary to professionally qualify the individual for the specific assignment which has been decided for him.

/s/

[REDACTED]
FI/ [REDACTED]

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ROUTING AND RECORD SHEET

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INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

Chairman, Task Force on Overseas Rotation
Planning, 223 Curie Hall

NO.

DATE

7 May 1954

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. [REDACTED]	223 Curie				1. The attached material is forwarded as a result of the discussions at the first meeting of the Task Force. Please review in preparation for the next Task Force meeting the week of 10 May 1954: 25X1A Attachments: a. Comments by [REDACTED] b. Comments by [REDACTED] with forms c. Comments by [REDACTED] - with forms d. Forms furnished by Mr. [REDACTED] 25X1A e. Office of Communications form f. Office of Personnel form. [REDACTED] 25X1A
2.					
3.					
4.					
5.					
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11.					
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14.					
15.					

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8 April 1954

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STATSPEC To : [REDACTED] 218 Curie Hall
From : Deputy Chief
Subject: Task Force for Overseas Rotation Planning

1. In accordance with discussion at yesterday's meeting there are forwarded herewith copies of the following forms currently used in [REDACTED] in connection with overseas rotation planning: STATSPEC

a. Mimeographed Personnel Questionnaire

b. Form 56-79, Monthly Classified Personnel Report

2. The Mimeographed Personnel Questionnaire form is completed annually by all professional classified personnel in the Division, both domestic and overseas, and those administrative personnel who are subject to overseas assignment. It is utilized in planning reassignment of personnel currently overseas as well as assignment of personnel to overseas stations [REDACTED] STATSPEC

STATSPEC 3. A Monthly Classified Personnel Report form is submitted to Headquarters, [REDACTED] by each field bureau and branch of [REDACTED]. Each classified employee is listed thereon and in the case of overseas employees, expiration dates of contracts are shown. Remarks can be entered by the bureau or branch chief at the time of submission pertaining to such matters as extensions, reassignment preferences, etc. The reports are reviewed in Headquarters and appropriate additional remarks confirming extension dates, naming replacements, indicating family and dependent status of replacements, and reassignment plans for the returnee, etc., are added. One copy of the form is then returned to the field bureau. This form insures that no returnees are missed and that the individuals and their supervisors are kept informed of planning. Entries concerning reassignments are normally made about six months prior to expiration dates of contracts.

4. This system has worked fairly well in [REDACTED]. Returnees have in all cases known in advance the locations of their next assignments, although in few instances have the actual slots to be occupied been indicated in the Monthly Classified Personnel Report returned to the field. STATSPEC

5. It should be pointed out that reassignment plans in [REDACTED] are not solely based upon entries in printed forms. Exchange of personal letters between overseas employees and Chief, [REDACTED] concerning reassignments is encouraged and personal discussions are held at least once a year with field employees in the course of field trips by the Chief or Deputy Chief, [REDACTED] STATSPEC

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25X1A

2 Enclosures

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SECURITY INFORMATION

2. Second copy will be returned to Bureau upon Departmental Headquarters request.

3. Column (I) - used by overseas Bureau only.

4. Column (J) - current knowledge of personnel planning or status, i.e., LWOP; Plans/Dates for official school; Place/Date of pending transfers; names/arrival date of replacement if unknown so state; Bureau Branch or Section Chief's recommendations. Separate sheet may be attached and referred to in Column (J).

5. Column (K) - used by Departmental Headquarters only.

(I) - BRANCH/BUREAU	(J) - DATE
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MONTHLY CLASSIFIED PERSONNEL REPORT
FOREIGN BROADCAST INFORMATION DIVISION

(C) DATE

(D) SIGNATURE

REMARKS

(E) T/O Position	(F) Grade	(G) Name of Incumbent	(H) Grade	(I) Expiration Date OS Contract	(J) BUREAU/BRANCH	(K) DEPARTMENTAL
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DATE

1. Name _____ 2. Current Position & Grade _____
Last First M.I. 3. Branch/Bureau _____

4. Date and Place of Birth _____

5. Marital Status: Married _____ Single _____

a) Name of Spouse _____

b) Name/s of Children _____

Date of Birth _____

6. Education: (List only colleges, universities, technical schools, with degrees and year acquired)

7. Languages: (Complete individual foreign language comprehension sheet for each language listed in first column below)

(Leave Blank)

8. Foreign Travel and Residence: (Include military and FBIS assignments)

9. Experience:

a) Civilian - (List briefly only major jobs and dates held)

b) Military - (List branch of service, rank, grade or rating; active or inactive reserve)

STATSPEC

10.

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NAME _____ LANGUAGE _____
DATE _____

FOREIGN LANGUAGE COMPREHENSION

(Fill out separate questionnaire for each language)

I

1. How did you acquire your knowledge of the language? Specify number of years studied in high school and/or number of college units completed, length of time spent abroad, or contacts with others fluent in the language. (Use separate sheet for details if necessary.)

2. Have you had occasion to use the language in recent years and have you made any effort to keep up your knowledge of it? Give details.

II

1. Would you be willing to take a written test in the language?
Yes _____ No _____
2. Do you think there could be rapid improvement in your skill with the language in any of the following if you undertook some serious study for a few weeks:

Reading _____ Writing _____ Speaking _____ Understanding _____

III

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Give one answer to each of the following questions by placing an "x" on the appropriate line:

1. In conversing in the language, can you
 - a) _____ say anything you want to say without difficulty?
 - b) _____ make yourself understood with a simple vocabulary?
 - c) _____ get by only with great difficulty?
2. When you hear the language spoken, do you
 - a) _____ understand everything that is being said?
 - b) _____ get the general idea only?
 - c) _____ catch a few scattered words or phrases?
 - d) _____ understand almost nothing?
3. In writing, do you feel able to translate complicated ideas accurately, with correct syntax,
 - a) _____ without the use of a dictionary?
 - b) _____ with a dictionary?
 - c) _____ only in summary form, conveying the general thought without all the details?
 - d) _____ not at all?
4. In translating with a dictionary, can you
 - a) _____ translate difficult technical material into idiomatic English?
 - b) _____ summarize the main points?
 - c) _____ get over the general idea?
 - d) _____ or do you consider such material outside the range of your knowledge of the language?
5. Can you write simple sentences
 - a) _____ without a dictionary?
 - b) _____ with a dictionary?
 - c) _____ not at all?
6. In reading a newspaper in the language without a dictionary, do you generally
 - a) _____ understand all of it exactly and in detail?
 - b) _____ understand most of it?
 - c) _____ form some general idea of the main points?
 - d) _____ understand a few isolated sentences or phrases?
7. In reading a newspaper with a dictionary, do you think you could
 - a) _____ understand all of it?
 - b) _____ understand most of it?
 - c) _____ form some general idea of the main points?
 - d) _____ understand a few isolated thoughts?
8. After scanning a newspaper article rapidly, could you
 - a) _____ summarize it accurately without a dictionary?
 - b) _____ get across the general idea?
 - c) _____ get no real idea of the contents without looking up key words?
9. Do you read in the language
 - a) _____ easily and for pleasure?
 - b) _____ with some difficulty and preferably with a dictionary?
 - c) _____ with considerable difficulty?

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8 April 1954

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MISCELLANEOUS NOTES BY [REDACTED] ON DEVELOPING ASSIGNMENTS
FOR EMPLOYEES RETURNING FROM OVERSEAS

1. Prior to departure for an overseas tour of duty, the employee should record, on a standard form, information concerning the types and locations of assignments he would like upon return. The completed form would be placed in his personnel folder, or copies could be given also to the Placement and Utilization Division, his Career Service Board, and his organizational component. Thus, this expression of his future assignment interests (at that time) would be available all the time he was away, and could be used in planning for his next assignment.

2. The overseas employee's wishes and preferences concerning his next assignment should also be obtained a number of months before he is due to return. The obtaining of this information could be accomplished routinely with the use of a standard form available in the overseas stations. There is no reason why headquarters should have to request such information separately for each case. The completed forms could be returned to headquarters for the use of the Placement and Utilization Division, the employee's Career Service Board, and his organizational component.

3. The expressed assignment preferences of the overseas employee cannot be expected to be based upon knowledge of current opportunities, vacancies, organizational structures, emphasized activities, and similar information. The employee, therefore, should be asked to state his preferences in general terms with respect to the following factors:

- a. Different types of duties and positions in which interested.
- b. Types of functions, activities, and organizational components with which he wishes to become associated.
- c. Geographic locations in which he would like to serve next.
- d. Types of training which would improve his qualifications and value to the Agency.

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4. The standard obtaining of the overseas employee's statements of preferences concerning his next assignment should never be postponed so that headquarters can tell him about what opportunities exist. Information about opportunities is subject to rapid change, or there may be no opportunities to describe. The employee shouldn't get his hopes too high about some opportunities he won't truly have. At any time before the return of the employee, however, he may be contacted to determine his reaction to a proposed assignment or alternative assignments; in some instances, the only desirable contact from headquarters may be to let him know of the assignment which has been selected for him.

5. The Position Control Branch of the Processing and Records Division, Office of Personnel, has line-dex record cards for all employees. Each organizational component knows when it sends an employee overseas, when his tour will expire, whether or not the tour is to be extended, and similar information. These components can routinely provide the Position Control Branch with expected dates of return for each overseas employee. The Branch can attach a simple flag to the line-dex card at a specified location, can routinely push the flags a measured space to the right each month or three months, and thus can tell approximate dates of return at a glance. As the flag for a card reaches a key point (e.g., nine months before the expected date of return), the Position Control Branch can so indicate on a standard form, and can send copies of the form as a notice to the component concerned, the appropriate Career Service Board, and the Placement and Utilization Division. It is estimated that only one additional employee will be needed by the Agency to perform this function, and it is believed that the service is worth it.

6. If the component to which the overseas employee is assigned acquires information that the date of his return will be altered (e.g., returning unexpectedly early, extending the tour), it will notify the Position Control Branch. The Branch will correct the flags on the line-dex card of the employee, and will notify the Career Service Board concerned and the Placement and Utilization Division.

7. Planning for the next assignment of the overseas employee is a responsibility of both the component to which he is presently assigned and of his Career Service Board (which may be centered in a different component). His present component is considering him for other assignments within the component. His Career Service Board is considering him for suitable assignment anywhere in the Agency, with appropriate recognition of the priority which the employee's present component naturally has to a certain degree. In all of this planning, the Placement and Utilization Division will provide the necessary communication and liaison, avoidance of duplication of activity, coordination of interests and points of view, and technical guidance and support.

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8. The Placement and Utilization will obtain and maintain adequate information concerning each present and forthcoming position vacancy within the Agency. Obviously this objective can be achieved only if there is the most complete cooperation by every element of each organizational component, and only if these components report vacancies. The Placement and Utilization Division will provide each Career Service Board with as much of this information as relates to the types of positions which represent suitable assignments for the types of employees with the career designation of the Board.

9. In developing or approving assignments for employees returning from overseas, Career Service Boards must consider and equate the following factors (among others):

a. The personal wishes and interests of the employee with respect to his future training and assignment.

b. The recommendations of the head of the employee's present component with respect to the assignment of the employee upon his return.

c. The recommendations of the heads of other components with respect to the transfer of the returnee to positions within their organizations.

d. The degree to which the interests of the Agency would be served by the assignment of the employee to each alternative position.

e. The manner in which general rotation programs and individual career development plans would be furthered by the alternative possible assignments of the employee and of those whom he might replace.

10. The assignment of the employee returning from overseas to a specific position is an action which does not require the concurrence of the employee concerned. The assignment decision of the Agency official who is advised directly by the employee's Career Service Board, when supported with concurrences of appropriate component heads and of the Assistant Director for Personnel, is final. In each instance, however, suitable effort will be made to assign the employee to a position which he desires, provided such an assignment would serve the best interests of the Agency. It may be necessary in some instances to assign an employee to a position which he does not want, because of the needs of the Agency or because no other position is available for the employee. In such instances as the latter, Agency Reassignment Board proceedings may take place.

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11. When decisions concerning the assignment of a returnee are made or approved by his Career Service Board (or rather the official who is advised by the Board), the Board will communicate the decision directly to the organizational components concerned, and will also verify that the component to which the employee is presently assigned has transmitted to the returning employee appropriate information concerning the assignment (and training) which he will be given.

12. If an employee assigned to a given component is returning from overseas within six months, and if there is a vacant position within the component which would be a suitable assignment for the returnee, the vacant position will not be encumbered until the returnee (and any other near returnees of similar qualifications and grade) has been assigned to the position or some other suitable position.

13. All of the above procedures are designed to force the active development of an assignment for the returnee, and to force such planning to start at least at a certain time prior to his return. It would be more desirable (and more like career planning) if the component concerned and the appropriate Career Service Board were to plan much earlier for the assignment of overseas employees, to reserve positions for them in advance, to select in advance the employees to replace overseas personnel, and to accomplish similar decisions even more than a year before action must take place.

14. When the CIA Career Service Board approves policies and procedures to govern planning for the assignment of employees returning from overseas, this information should immediately be sent overseas (as a field notice?) so that those who are there now can know what to expect. It would be criminal to delay dissemination of such information of interest and with personal impact on so many employees overseas.

/s/

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NAME (Last) (First) (Middle) SEX ☐ M ☐ F JOB TITLE DIVISION GRADE DATE

MARITAL STATUS **Approved For Release 2001/07/28 : CIA-RDP78-03578A000600010002-4** DEPENDENTS AGES OF CHILDREN MILITARY SERVE STATUS

INDICATE WILLINGNESS TO SERVE OVERSEAS ☐ Now ☐ 3 Mos. ☐ 6 Mos. ☐ 12 Mos. ☐ Undecided ☐ No
☐ Anywhere ☐ Certain areas-specify: ☐ With family ☐ Without family
☐ 2 Yrs. ☐ 3 Yrs. ☐ 4 Yrs.

NO. OF MONTHS NOTICE REQUIRED NUMBER AREAS IN ORDER OF PREFERENCE
3 6 9 12 OVER 12 FE NEA WH WE SE SR EE

PREVIOUS OVERSEAS SERVICE				
COUNTRY	EMPLOYING DIVISION OR AGENCY	DESCRIPTIVE JOB TITLE	FROM	TO

KNOWN PHYSICAL DEFECTS

KNOWN ALIEN RELATIVES			
RELATIONSHIP	COUNTRY	RELATIONSHIP	COUNTRY

NAME (Last) (First) (Middle) JOB TITLE DIVISION GRADE 1 2 3 4 5 6 7 8 9 10 11 12

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Date _____

TO: DIRECTOR OF SECURITY

THRU: _____
(Supervisor)

FROM: _____
(Employee)

SUBJECT: Reassignment, Request for

In accordance with the KUSODA policy and desire to assist in the Career Planning of all KUSODA career personnel and to effect their placement in assignments as near as possible to their preference, the following information is submitted:

1. Estimated date of completion of present tour of duty _____
2. Amount of annual leave taken since start of present assignment _____
3. Amount of accumulated annual leave _____
4. Amount of leave desired before next assignment _____
5. Upon completion of my tour I would like to be assigned to:
 - a. Domestic ☒
 - (1) First Preference _____
 - (2) Second Preference _____
 - (3) Type of work -
 - (a) Investigative _____
 - (b) Personnel Security _____
 - (c) Physical Security _____
 - (d) Technical Interrogation _____
 - (e) General Security _____
 - (f) Other _____

- b. Foreign ☒
(1) First Preference _____
(2) Second Preference _____
(3) Third Preference _____

- c. Extension of tour if desired -
(1) _____ months - Present Location
(2) Other Area _____

7. General duties performed in present assignment:

(Signature)

NOTE: This form should be completed and submitted in order to reach Headquarters Security Office not later than 6 months prior to the completion of the Subject's two-year tour of duty.

C O P Y

S-E-C-R-E-T

VIA: COURIER/AIR POUCH

DATE 5 January 1954

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TO: All [redacted] Stations
FROM: Senior Representative, [redacted]
SUBJECT: General - Administrative
Specific - Rotation Data Sheet

1. Forwarded herewith are copies of the recently developed Rotation Data Sheet.

2. The Rotation Data Sheet is designed to provide the various Career Service Boards at KUBARK-HQ with certain specific information necessary for planning the future assignments of staff employees. The importance of a standardized method of furnishing this information cannot, therefore, be over-emphasized.

3. Initially, copies of the Rotation Data Sheets are being furnished by [redacted]. As additional copies are needed, however, individual stations should reproduce the required numbers, or type separate sheets using the prescribed format.

4. A sheet of instructions is provided with the initial copies. It is recommended that these instructions be retained for future use and guidance.

/s/

Enclosures:

1. Rotation Data Sheet
2. Sheet of Instructions

Distribution:

All [redacted] Stations, w/encls
S/R Staff Units, w/o encls
Chief, FE, w/encls

S-E-C-R-E-T

C O P Y

S-E-C-R-E-T
Security Information
ROTATION DATA SHEET

A. To be completed by employee being rotated.

NAME (Pseudo) _____ AGE _____ SEX _____ GS GRADE _____

ROTATION DATE _____ MARRIED _____ SINGLE _____

PRESENT DUTY STATION:

OTHER DUTY STATIONS DURING PRESENT TOUR:

PRESENT POSITION TITLE:

BRIEF DESCRIPTION PRESENT DUTIES:

OTHER POSITIONS HELD DURING PRESENT TOUR:

PRIMARY CAREER DESIGNATION:

PREFERENCE FOR NEXT TYPE OF ASSIGNMENT:

- 1.
- 2.
- 3.

PREFERENCE FOR LOCATION NEXT ASSIGNMENT:

- 1.
- 2.
- 3.

B. To be completed by immediate supervisor.

BRIEF EVALUATION OF EMPLOYEE:

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Security Information

C O P Y

S-E-C-R-E-T
Security Information

2

B. (CONTINUED)

RECOMMENDATION FOR NEXT ASSIGNMENT:

NAME (Pseudo) _____ TITLE _____

C. To be completed by next higher supervisor in line

BRIEF EVALUATION OF EMPLOYEE:

RECOMMENDATION FOR NEXT ASSIGNMENT:

NAME (Pseudo) _____ TITLE _____

D. ADDITIONAL REMARKS BY EMPLOYEE OR SUPERVISORS. SIGN NAME TO IDENTIFY WRITER.

S-E-C-R-E-T
Security Information

C O P Y

S-E-C-R-E-T

Security Information

INSTRUCTIONS FOR USE
ROTATION DATA SHEET

1. Use for staff employees only. KUBARK assumes no responsibility for rotation of, or career planning for, contract personnel.
2. Complete one copy and forward it to KUBARK-HQ at least four months prior to the date of employee's departure from the field.
3. Use pseudos throughout.
4. Rotation date is date of end of current PCS tour.
5. Primary career designations are KUFIRE, KUGOWN, KUHOOK, KURIOT, and ADMIN.
6. Evaluation of employee by supervisors. Give factual evaluation. Point out how employee is noticeably good or outstanding; comment on what aspects employee should concentrate for self improvement and comment on employee's ability to handle greater responsibility now and in the future.
7. Supervisors' recommendations for next assignment. Self-explanatory. Do not hesitate to recommend training or rotation to a different field of activity, if warranted, but specify actual type of training and definite field of activity.
8. Additional remarks by employee or supervisors. Add any other pertinent information or continuation of other items.
9. Items not covered by instructions are self-explanatory.

S-E-C-R-E-T

Security Information

SECRET
(When filled in)

TO : Chief, _____ DATE: _____
(Area)

FROM : _____
(Employee) (Grade) (Date of Grade)

SUBJECT: Home Leave and Reassignment, Request for

I. Items for Preparation of Travel Order

- (a) Estimated date of departure: _____
- (b) Destination of Traveler (Legal Address): _____
- (c) Desired mode of transportation: _____
- (d) Desired route of travel, and requested stop-overs en route: _____
- (e) Names, relationship and ages of dependents accompanying traveler: _____
- (f) Date employee arrived in field on present tour: _____
- (g) Amount of annual leave taken since above date: _____
- (h) Amount of accumulated annual leave: _____
- (i) Approximately 5 days consultation at Hqs. prior to home leave may be authorized.
- (j) Shipment of effects. (If assignment to be PCS Washington, effects will be shipped to _____ if assignment to be TDY Washington, and reassignment to field, effects will be held at station pending determination of assignment.)
 - 1. Is automobile to be shipped? _____
(Yes or no)
 - 2. Number of rooms of household effects: _____

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II. Items for Determination of Reassignment

- (a) My preference for reassignment. (Specify type of position and location.) _____

- (b) Duties performed and posts at which I have served during present tour: _____

(Signature)

SECRET
(When filled in)

(When filled in)

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III. To be completed by Supervisor

- (a) Has employee's conduct and service been satisfactory in all respects during present field assignment: _____
- (b) Has employee striven for self-improvement? Specify: _____

- (c) What is your recommendation for reassignment of employee? _____

(Signature)

IV. Reviewing Officer's Comments (To be completed by Area Chief or Deputy Area Chief)

- (a) I concur/do not concur/ in the above statements _____
- (b) Evaluation of employee's past service and potential utilization by KUCLUB: _____

(Signature)

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[Signature]
SECRET
(When filled in)

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PERSONNEL CAREER SERVICE DATA SHEET

NAME: _____ PRESENT ASSIGNMENT: _____

1. Based upon your experience in the Agency to date, briefly state your preference for a career and reasons for your choice (education, experience, personal reasons, etc.) If appropriate, you may state second and third preferences also.

2. Do you believe that rotational assignments elsewhere in Headquarters would help to broaden your experience or further your career? If so, give the type and location of such assignments.

3. What training would be helpful in implementing your career plan?

If you are taking any training at the present time, either Agency-sponsored training or outside training taken on your own initiative, please identify the training and state by whom given.

List all Agency training completed by you since entering on duty.

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4. Are you willing to accept an assignment in any area in which your services might be required?

YES

NO.

 In certain areas only

- a. If you checked the third alternative, please indicate below the areas to which you will or will not accept assignment.

- b. List names, ages, relationships of dependents who would be a factor in event of such consideration.

Name

Age

Relationship

- c. List any unusual circumstances concerning dependents which would be pertinent to such consideration (old age, chronic illness, special educational facilities, etc.)

- d. Indicate whether or not dependents would join you if assigned overseas, station assignment permitting. Would you accept an overseas assignment if your dependents were unable to accompany you?

5. State briefly any other factors you believe pertinent to planning your career, not otherwise covered.

Signature

(When completed, forward to Executive Secretary, Personnel Career Service Board,
Room 223 Curie Hall, through your supervisor)

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